

QUESTIONS?

Contact Appropriate District Permits Office
<http://www.dot.state.az.us/Highways/Districts.asp>

Flagstaff Permits Office

1801 S. Milton Road
Flagstaff, AZ 86001
928.774.1491

Globe Permits Office

P.O. Box 2717
Globe, AZ 85502-2717
928.402.5608

Show Low Permit Office

928.537.4930

Holbrook Permits Office

2407 E. Navajo Blvd.
Holbrook, AZ 86025
928.524.5400

Kingman Permits Office

3660 E. Andy Devine
Kingman, AZ 86401
928.681.6010

Phoenix Permits Office

2140 W. Hilton Ave.
Phoenix, AZ 85009-3740
602.712.7522

Prescott Permits Office

1109 Commerce Drive
Prescott, AZ 86305
928.777.5861

Safford Permits Office

2082 US Hwy 70
Safford, AZ 85546
928.428.5470

Tucson Permits Office

1221 S. 2nd Ave.
Tucson, AZ 85713-1602
520.388.4237

Yuma Permits Office

2243 E. Gila Ridge Road
Yuma, AZ 85365
928.317.2100

This publication is intended to be an informal means of informing the public about an ADOT process. Although it is assumed the information provided is accurate, this brochure is not intended to create any sort of legal obligation on the part of ADOT. The process is governed by Arizona Administrative Code R17-3-501 through R17-3-509. Please contact ADOT for specific inquiries.



HOW TO APPLY FOR AN ENCROACHMENT PERMIT

Arizona Department of Transportation
Intermodal Transportation Division



How to Apply for an Encroachment Permit



What is an encroachment permit?

An encroachment permit is a written approval granted by ADOT for construction of a fixed or temporary improvement within a state highway right-of-way, or for any activity requiring the temporary use of, or intrusion on, a state highway right-of-way.

What is the purpose of an encroachment permit?

An encroachment permit allows you to make certain uses and construct certain improvements within a state-maintained public right-of-way, both aboveground and underground. Examples include installation or repairs to underground utilities, trenching in the right-of-way, building or repairing driveway approaches/sidewalks, or work requiring traffic control on the street.

Who issues encroachment permits?

The ADOT Permit Division within each District is responsible for permit issuance (see back of brochure for list of Permit Divisions).

Who applies for the encroachment permit?

Permits are issued to the person or entity that will control the encroachment, normally the owner of the property benefiting from the encroachment. Permanent structural encroachment permits must be issued to the

property owner because the owner is ultimately responsible.

How do I apply for an encroachment permit?

Submit your completed application form directly to the appropriate ADOT District. Include a reasonably accurate drawing showing the location and nature of the encroachment, along with any supporting documents that will make the application self-explanatory.

How long will it take for my application to be reviewed?

ADOT has a total of 150 days to review and process an encroachment permit application. ADOT will notify the applicant within 30 days if additional documentation is needed. An applicant has 60 days to submit the requested documentation or the permit application is treated as withdrawn, without further notice. ADOT has 120 days to make a determination on approval of the permit application.



What happens when work is performed within the public right-of-way without a permit?

All work will be stopped and the encroachment owner shall remove any unauthorized encroachment at the owner's own cost. After consultation with the Office of the Attorney General (AG), ADOT may refer a matter to the AG for: (1) enforcement against the owner of an unauthorized encroachment, or (2) recovery of costs from the encroachment owner for ADOT

removing an unauthorized encroachment if the encroachment owner fails to remove the unauthorized encroachment.

What can happen if conditions of the permit are violated?

ADOT may request court action to (1) revoke this Permit or (2) require the Permittee to undertake corrective or remedial action to address any violations.

How long is the encroachment permit valid?

The construction period included in the Encroachment permits generally last 90 days; the permit is valid in perpetuity or until the encroachment is removed and the right-of-way restored. If the work is going to last longer than 90 days, the applicant should contact the Permits Office for assistance.

Can I appeal if my application is denied?

If the permit application is denied, the applicant has a right to a hearing as prescribed in Arizona Administrative Code R17-3-509.



What is the cost of an encroachment permit?

Currently, there is no cost associated with applying for an encroachment permit; however a bond may be required.
